

A Few Helpful Hints for Writing

1. The paper must contain **UNITY**. All of the sentences in a paragraph must be related.
2. The paper must contain **COHERENCE**. All of the sentences must be logically and clearly related to one another, and their total effect is the clear development of the paragraph topic.
3. Use **COMPLETE SENTENCES**.
 - ❖ DO NOT use fragments.
 - ❖ DO NOT use run-ons.
 - ❖ Avoid trite/overused expressions (cute, pretty, good, got, very, stuff, a lot)
 - ❖ Avoid slang (gonna, like, gotta, shoulda, coulda, probly (probably) cuz)
4. Use **CONSISTENT VERB TENSE**. Stay with the same verb tense throughout the entire paper.
5. **WRITE OBJECTIVELY**. Do not use first person or second person. Write in third person **ONLY** unless the prompt suggests otherwise.

	<u>Singular</u>	<u>Plural</u>
First person (The person speaking)	I, my, mine, me	we, our, ours, us
Second person (The person spoken to)	you, your, yours	you, your, yours
Third person (Some other person or thing spoken about)	he, his, him she her, hers, it, its	they, their theirs, them

6. DO NOT use contractions in formal writing (shouldn't, wouldn't, etc.)
7. DO NOT use signs or abbreviations (&, " for inches, w/, b/c, Sept., PHS). Abbreviations that are accompanied by a name, date, or time are acceptable (John Doe, M.D., or Mrs. Doe; 987 B.C.; 2:30 p.m.)